

# MATTHEW R. O'STEEN

(904)545-9259

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## OBJECTIVE

A position in commercial and/or residential real estate with specialization in land sale contracts, negotiations, and financial analysis

## EDUCATION

**UNIVERSITY OF FLORIDA – Hough Graduate School of Business** Gainesville, FL  
**Master of Science - Real Estate** May 2010

**UNIVERSITY OF AUBURN** Auburn, AL  
**Bachelor of Science in Business Administration** November 2006

## EXPERIENCE

**Associate to President / Project Manager** November 2006 – June 2009  
The PARC Group, Inc. Jacksonville, FL

### Land Development and Community Management

Including: The Town of Nocatee, Pablo Creek Reserve, and Marsh Creek Country Club

- Prepared comprehensive business plans, contracts/negotiations, land planning/design, state/local permitting, landscape/amenity design, contractor/consultant management, organization and management of homeowners association, lot sales to builders

### Landlord of Four (4) Office and Industrial Buildings

- Responsible for all business planning, business loan procurement, building design/permitting and construction for this division of The PARC Group
- Performed all lease negotiations, contract reviews and contract executions
- Managed properties including budgeting, tenant invoicing/notifications, and site maintenance

### Organized and Managed of Four (4) Other PARC Group Businesses

- Member of management team that created cellular tower development company, tax certificate investment company, medical office investment company, and a land banking partnership
- Developed business plans, coordinated investor procurement, investor relations, loan modifications, and business dissolution for each of these companies

### Website Design and Management

- Designed and maintained [www.nocatee.com](http://www.nocatee.com) and [www.parcgroupcommunities.com](http://www.parcgroupcommunities.com)
- Managed all updates and changes via content management system; Manage web development team and coordinate homebuilders and commercial developers to maintain website currency

## LICENSURES/ACTIVITIES

State of Florida Licensed Real Estate Sales Associate, # SL3202264 2007 – Present  
Northeast Florida Builders Association (NEFBA) Board Member 2009 – Present  
Jacksonville Chamber of Commerce Member 2007 – Present  
Urban Land Institute (ULI) Young Leader 2007 – Present

## COMPUTER SKILLS

Adobe Photoshop, ARGUS, CoStar, GIS, Microsoft Office (Word, Excel, PowerPoint), STDB